



PROGRAM TECHNICIAN III

Governor's Office of Emergency Services

Promotional Examination

California State Government

EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

EXAMINATION TYPE

This is a departmental promotional examination for the employees of the Governor's Office of Emergency Services. Applications will not be accepted on an open basis. Career Credits do not apply.

WHO CAN APPLY

Applicants must have a permanent civil service appointment with the Governor's Office of Emergency Services or meet the provisions of State Personnel Board Rules 234 or 235 by the final filing date in order to take this examination (applicants who qualify under Government Code Sections 18990 and 18992 may also apply).

HOW TO APPLY

Please submit an Examination and/or Employment Application (STD 678) to the address indicated below. **DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD.**

NOTE: All applications must include: "to" and "from" dates (month/day/year); time base; and civil service class titles. Applications received without this information will be rejected. Resumes will not be accepted in lieu of a completed State Application, Form STD 678.

NOTE: The Governor's Office of Emergency Services, Recruitment & Selection Services Section and/or the State Personnel Board reserve the right to revise the examination plan to better meet the needs of the service if there are any changes in circumstances surrounding the original examination plan.

WHERE TO APPLY

Examination and/or Employment Applications (STD 678) may be filed by mail or in person with:

Governor's Office of Emergency Services
Recruitment & Selection Services Section
Attn: Linda L. Cardoza
3650 Schriever Avenue
Mather, CA 95655

SPECIAL TESTING ARRANGEMENTS

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination and/or Employment Application". You will be contacted to make specific arrangements.

FINAL FILING DATE: March 12, 2008

Examination and/or Employment Applications (STD 678) must be POSTMARKED no later than the final filing date. Applications postmarked, personally delivered, or received via interagency mail after the final filing date will not be accepted for any reason. Applications must have an original signature; therefore, faxed applications will not be accepted for any reason.

STRUCTURED INTERVIEW

It is anticipated that the structured interviews will be held during April/May 2008

SALARY RANGE

SEE REVERSE SIDE FOR ADDITIONAL INFORMATION

\$2951- \$3588, per month

REQUIRED IDENTIFICATION

Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examinations.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

It is your responsibility to make sure you meet the education and/or experience requirements stated on this announcement by the final filing date. **Your signature on your application indicates that you have read, understood, and possess the basic qualifications required.** All applicants must meet the education and/or experience requirements for this examination by the final filing date.

Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as “**Either**” I, “**or**” II, etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.

Either I

In the California state service, either: (a) 12 months of experience performing duties equivalent in level of responsibility to the class of Program Technician II or Supervising Program Technician I; or (b) 30 months of experience performing duties equivalent in level of responsibility to the class of Program Technician.

Or II

Three years of experience in a governmental or private agency performing duties with program responsibilities equivalent in level to those of the departmental program in the State of California for which the examination is being administered. (Experience applied toward this requirement must include at least one year in a position equivalent in level of responsibility to the California state civil service class of Program Technician II.)

DEFINITION OF TERMS

“**duties of a class with a level of responsibility equivalent to**” means that the applicant must have State civil service experience of appropriate type and length in a class at the same or higher level of responsibility as the class specified.

POSITION STATEMENT

Typical duties are: This is the superjourney level in this series. Under general direction and with very little day-to-day supervision, incumbents act as an expert staff resource responsible for consultation in the most sensitive and complex program areas and/or are involved in the development of major Program Technician work processes. Assignments at this level may require field work on a regular basis.

EXAMINATION SCOPE

This examination will consist of a Structured Interview weighted 100%. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained.

Structured Interview – Weighted 100%

Knowledge of:

1. Modern office methods, equipment, and procedures.

Ability to:

1. Perform clerical and technical work.
2. Follow directions.
3. Evaluate situations accurately and take effective action.
4. Learn and apply laws, rules, regulations, procedures, and policies.
5. Make arithmetic calculations with speed and accuracy.
6. Read and write English at a level required for successful job performance.

7. Meet and deal tactfully with the public, co-workers and/or clients, either face-to-face or by telephone.
8. All of the above and work independently with minimal direction.

NOTE: *If conditions warrant, this examination may utilize an evaluation of each candidate's experience and education compared to a standard developed from the class specification. For this reason, it is especially important that each candidate take special care in filling out his or her application accurately and completely. List all experience relevant to the "Minimum Qualifications" shown on this announcement, regardless of the number of years since attaining that experience. Supplementary information will be accepted but read the "Minimum Qualifications" carefully to see what kind of information will be useful to the staff completing the evaluation.*

In order to obtain a position on the eligible list, a minimum rating of 70% must be attained.

ELIGIBLE LIST INFORMATION

A departmental promotional eligible list will be established for the Governor's Office of Emergency Services. The list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

VETERAN'S PREFERENCE POINTS

Veteran's preference credit is not granted in promotional examinations.

GENERAL INFORMATION

It is the candidate's responsibility to contact the Governor's Office of Emergency Services, Recruitment & Selection Services Section at (916) 845-8321 three weeks after the final filing date if he/she has not received a progress notice.

If a candidate's notice of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

Examination and/or Employment Applications (STD 678) are available at the Governor's Office of Emergency Services, State Personnel Board, local offices of the Employment Development Department and online at <http://www.spb.ca.gov/jobs/stateapp.htm>.

If you meet the requirements stated on this bulletin, you may take this examination. Possession of the entrance requirement does not assure a place on the eligible list.

The Governor's Office of Emergency Services reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revisions will be in accordance with civil service laws and rules and all competitors will be notified.

Examination Locations: Ordinarily, oral interviews are scheduled in Sacramento. However, locations of interviews may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin.

SEE NEXT PAGE FOR ADDITIONAL INFORMATION

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required.

DT/P (Rev. 10/94)

Governor's Office of Emergency Services, 3650 Schriever Avenue, Mather, CA 95655

Testing Information – (916) 845-8323

California Relay Telephone Service for the deaf or hearing impaired

From TDD Phones: 1-800-735-2929 Voice Phones: 1-800-735-2922